

SHOW ME EXPRESS

State Library Newsletter

Published by Secretary of State Jay Ashcroft

February 2020

Message from the State Librarian

Robin Westphal, State Librarian



One of those laborious, unpleasant tasks that I remember from my library director days was applying for E-rate. I have to admit that I was a little relieved when Category 1 (telecomm service) was removed because I didn't think I'd ever apply for E-rate again. After learning that millions

of dollars go unused in Missouri and that the process for filing has been improved, I strongly encourage you to apply for E-rate funding if you have any projects coming up that could benefit from Category 2 funding.

So what is E-rate, anyway? E-rate is the commonly used term for the Universal Service Fund's Schools and Libraries Program. The "E" was initially for education, because as you know libraries commonly are lumped in with education programs. The fund managed by the USAC, or Universal Service Administrative Company, is under the authority of the FCC or Federal Communications Commission.

The E-rate program offers what they call Category 2 funding that can be used by schools and libraries to help improve internal connections, Wi-Fi, and basic maintenance of

those connections. Specifically, E-rate funding offers 20-90% discounts, which are dependent on free and reduced lunch data for the school district(s) in your service population area, on eligible network purchases, including a variety of wireless, wired network equipment, basic maintenance, and managed services.

That is a lot to take in and I am sure you will want to learn more about how to take advantage of this funding. Because there is a major deadline for E-rate coming up Feb. 25, I recommend you do a few things ASAP if you have major wired and wireless projects coming up. First, use this [Category 2 Budget Tool](#) to verify available funding amounts for your library district. Once you visit the link, you will use the magnifying glass icon to search for your library. Once your library's entity number is displayed, you will be able to see what the library's allotted amount is for C2 funding. Next, you should visit MOREnet's [E-rate page](#) for more information about E-rate. Finally, do what I probably did first as a library director; contact Chris Schneider, Missouri's E-rate coordinator at (573) 882-8429 or schneider@more.net.

It is time for Missouri's schools and libraries to better utilize funds provided to us. So don't be E-rate phobic! Chris Schneider is fantastic at helping make sure the process isn't what's keeping you from applying for funds.

Missouri State Library News

Library Development Team Update

The State Library bid farewell to Public Library Consultant Becky Wilson on January 30. Becky joined the Library Development team in December 2015, bringing experience from both

the school and public library settings. Questions normally directed to Becky may be addressed to Debbie Musselman at (573) 751-2679 or debbie.musselman@sos.mo.gov.

Online Grant Management System Launched

The Missouri State Library is pleased to announce the launch of its new online grant management system to coincide with the following long-term grant opportunities: Digital Imaging, Spotlight on Literacy, and Technology Ladder. Completed applications are due March 2. We anticipate the grant period will be May 1, 2020 – April 30, 2021. You can access application guidance and the online grant system at <https://www.grantinterface.com/Home/Logon?urlkey=missourilibrary>.

Questions about the new grant management system may be directed to Terry Blauvelt at terry.blauvelt@sos.mo.gov or (417) 895-6670, or Debbie Musselman at (573) 751-2679 or debbie.musselman@sos.mo.gov.

Questions about the grant program guidance may be directed to Matt Butler at (573) 522-1477 or matthew.butler@sos.mo.gov for Digital Imaging grants; Merideth Johnson at (573) 751-1822 or merideth.johnson@sos.mo.gov for Spotlight on Literacy grants; and Janet Caruthers at (573) 526-1087 or janet.caruthers@sos.mo.gov for Technology Ladder grants.

These grant opportunities are supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.



Use of Funds Reports

The 35 public libraries that received the special state aid distribution of \$4,954.17 on June 5, 2019, will need to file the FY2019 Additional Appropriation Use of Funds Report before Feb. 15. The two part form consists of an information sheet and a narrative and can be viewed on the [Missouri State Library Certifications and Document Filing Schedule](#) on our website. The list of libraries that received this distribution can be viewed on the [State Funding for Missouri Public Libraries](#) page under the State Aid Special Distribution heading.

The FY2019 Equalization Use of Funds report is due by **Feb. 15**. Failure to submit the Equalization Use of Funds report on or before the deadline may result in a library being ineligible for

Equalization funds in FY2021. Each eligible library received two payments, the first on Oct. 19, 2018, and the second on May 6, 2019. The fillable form can be found on the State Library website ([FY2019 Equalization Use of Funds Report](#)). The two distribution amounts are available at [Q1-Q2](#) and [Q3-Q4](#).

If the funding was spent in multiple categories, please make sure the total matches the total amount distributed (do not round). Only one signature from the Library Director is required (both forms).

If you have any questions, please contact Terry Blauvelt at terry.blauvelt@sos.mo.gov.

Upcoming Training from MALA

Mid-America Library Alliance's next webinar, **Motivating People: Higher Morale, Higher Performance and Lasting Improvements** with Lauren Hays, Ph.D., Assistant Professor of Instructional Technology at the University of Central Missouri, will be held Feb. 19 from 2-3 p.m. This 60-minute webinar will give examples of how motivational theories apply to staff training, meetings, onboarding, and in the day-to-day interactions managers have with their employees. Attendees will learn the distinct differences between extrinsic motivation and intrinsic motivation and discover the importance of a practical motivational plan.

More information or registration for this training can be found at [Motivating People](#).

Upcoming MALA Training:

- **March 11:** Child & Youth Development: Learn to Create Age-Appropriate Programs
- **March 25:** Facebook and Your Library: The Do's and Don'ts

For information about training offered by MALA, contact Katherine Glenn, Training and Professional Development Coordinator, at kglenn@mid-americalibraryalliance.org or (816) 521-7266.

New Collection in Missouri Digital Heritage

A new collection from the Missouri State Archives is now available through Missouri Digital Heritage. The [Revised Statutes of Missouri, 1825-Present Collection](#) includes volumes documenting the laws of Missouri in effect at the time of their printing. First published in 1825, the Revised Statutes (RSMo) were traditionally published by the General Assembly every 10 years. The statutes are organized by field of law and subject, and many sections contain

references in the metadata to all laws going back to 1909 that have modified the section over time. This collection serves as a useful complement to the [Missouri Session Laws, 1824-Present Collection](#).

Explore more Missouri history collections at <http://www.MissouriDigitalHeritage.com>. Institutions wishing to participate in Missouri Digital Heritage may contact mdh@sos.mo.gov.

Reference Services for YOU: Agency Databases for February

Are you looking for last-minute social media or blog post ideas for Valentine's Day? Connect your patrons with local resources to build that perfect date using the [State Agency Databases LibGuide from the Missouri State Library](#)! Updated and maintained by the Missouri State Library, this LibGuide provides 24/7 access to over 200 databases from a variety of state agencies.

Looking for flowers? Check out the [Nursery and Grower](#) search from the Missouri Department of Agriculture. Search by county, business type or the specific plants you are looking for.

Missouri-made gifts? [Missouri Grown](#) is the best place to find produce, candles, soaps and all

kinds of other gifts - yes, even chocolate! Search by ZIP code to locate sellers closest to you. Everything is made right here in Missouri!

Date ideas? Check out the State Parks and Historical Sites database, [Find Your Park](#). With nearly 100 sites across the state, there is sure to be a beautiful park or fascinating museum that interests you. The best part is, most sites are completely free.

All of these databases and many more are featured on the [State Agency Database Project](#), which contains links to public databases created by the state governments of all 50 states and the District of Columbia. Search for databases

by state or by subject, covering topics from [Community and Social Services](#) to [Voting and Elections](#). The State Agency Database Project provides a wide variety of information useful for the public.

If you or a patron have questions about Missouri state government databases, please contact

Reference Services by phone, email, or chat, Monday through Friday, 8 a.m. to 5 p.m.

Phone: (573) 751-3615

Email: libref@sos.mo.gov

Chat: visit mostate.libguides.com and click the "Ask Us" tab on the right



New Books From The Missouri State Library

[School Safety Program](#) by the U.S. Department of Homeland Security, United States Secret Service

[Targeted Violence Program](#) by U.S. Department of Homeland Security, United States Secret Service

[Creative Library Marketing and Publicity: Best Practices](#) by Robert J. Lackie and M. Sandra Wood

[The Library Marketing Toolkit](#) by Ned Potter

[Marketing the 21st Century Library: The Time is Now](#) by Debra Lucas-Alfieri

[The 21 Irrefutable Laws of Leadership: Follow Them and the People Will Follow You](#) by John C. Maxwell

[Daring Greatly: How the Courage to be Vulnerable Transforms the Way We Live, Love, Parent, and Lead](#) by Brené Brown

[The Five Dysfunctions of a Team: A Leadership Fable](#) by Patrick Lencioni

[A Passion for Leadership: Lessons on Change and Reform from Fifty Years of Public Service](#) by Robert M. Gates

We are pleased to offer direct borrowing from the Missouri State Library (MOSL) to Missouri public library directors and branch managers for continuing education and professional development.

MOSL public library cards are issued in the name of the library director or branch manager. Directors and branch managers are encouraged to borrow items with this card for use by any of their library's staff.

To get a MOSL library card, visit <http://mostate.libguides.com/reference/card> and fill out an application.

For assistance in obtaining a card, replacing a card or for additional information, call or email the Missouri State Library Reference Services Division at (573) 751-3615 or libref@sos.mo.gov.

Around the State

Welcome New Directors!

Elizabeth Steffen at Festus Public Library
Christa Van Herreweghe at Kirkwood Public Library



Grant Opportunities

[Author Visit Grant](#) • **DEADLINE: Ongoing**

This grant is specifically designed for school or public libraries to bring an author to their community. Grants range from \$500 up to \$5,000. All travel for the author must be included as part of a flat rate fee for the author. Other additional costs allowable: publicity and promotional items, up to \$500 towards

library materials for collection development related to the project, additional staff hours, and transportation for youth from school or licensed child care. Questions? Contact Debbie Musselman, Library Development Director, at debbie.musselman@sos.mo.gov or (573) 751-2679.

[Show Me Steps to Continuing Education: Individual Training Events](#) • **DEADLINE: Ongoing**

Interested in attending a professional development opportunity, but need additional funds? Show Me Steps to Continuing Education grants provide reimbursement for up to 75% of the costs of an eligible, non-credit continuing education event. Applications are accepted year-round and are available at: <http://www.sos.mo.gov/library/development/1stgrant>.

Upcoming eligible conferences include, but are not limited to:

- [Power Up](#) Columbia, Mo., from March 30-31
- [Computers in Libraries](#) Arlington, Va., from March 31-April 2
- [Missouri Association of School Librarians](#) Osage Beach, Mo., from April 19-21

- [American Library Association Annual Conference](#) Chicago, Ill., from June 25-30
- [Makerspaces for Innovation and Research in Academics](#) La Verne, Calif., from July 15-16

These grants are supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as administered by the Missouri State Library. If you have questions about the Show Me Steps grant opportunities, please contact Merideth Johnson at merideth.johnson@sos.mo.gov or call (573) 751-1822.

[Show Me Steps to Continuing Education: Group Training Events](#) • **DEADLINE: Ongoing**

Do you want to bring an expert to your library for training? This grant is a competitive grant program that provides funds for a host library or library consortium to plan and provide group training(s) on current, relevant, unique and/or in-demand topics at a local, regional or statewide

level. Grants range from \$500 up to \$8,000. If you have questions about this Show Me Steps grant opportunity, please contact Merideth Johnson at merideth.johnson@sos.mo.gov or call (573) 751-1822.